

Approved For Release 2002/05/09 : CIA-RDP86-00895R000100040022-6
GENERAL SERVICES ADMINISTRATION

DATE: February 14, 1977

National Archives and Records Service
Washington, DC 20408

REPLY TO
ATTN OF: NC

SUBJECT: Central Intelligence Agency Records Control Schedules

TO: Deputy Archivist of the United States - ND



Handwritten: 2/23/77
Handwritten: 2/25/77
Handwritten: NCD
Handwritten: [Signature]

This is in response to your recent inquiry, growing out of my February 3, 1977, discussion with N, concerning development of arrangement for handling CIA records control schedules. STATINTL

1. CIA schedules submitted to NARS on SF 115 are unclassified and of an abbreviated type, i.e., they describe record series by title only, identify them as permanent or temporary, and include appropriate disposition instructions. The CIA letters of transmittal for these schedules provide that classified schedules containing full record series descriptions corresponding to those in the abbreviated type are available at CIA Headquarters "...for review and appraisal by designated NARS security cleared appraisers as required."

2. Prior to submitting abbreviated schedules to N or ND for approval, NCD (Wadlow) and NNM (Fishbein) will review the classified schedules.

3. Upon request, CIA will provide via agency courier dispatch a copy of the classified schedule for N or ND's review before approval of the schedules. Such reviews should not restrict N's travel.

To safeguard the unauthorized disclosure of intelligence sources and methods, CIA does not choose to deposit their classified records control schedules with NARS.

We believe the foregoing arrangement which also applies to NSA/CSS records control schedules is satisfactory.

Handwritten: Walter W. Stender
WALTER W. STENDER
Assistant Archivist for
Federal Records Centers

Handwritten: I agree
Handwritten: [Signature]

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ILLEGIB

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

ADM 1800.3
November 18, 1976

GSA ORDER

SUBJECT: Safeguarding privileged and sensitive nonclassified information

1. Purpose. This order provides instructions for the identification, marking (when necessary), handling, transmission, and storage of privileged and sensitive nonclassified information to limit access and prevent unauthorized disclosure. The provisions of the order, however, are not designed to predetermine release of information under the Freedom of Information Act, as amended (5 U.S.C. 552). Such requests, including those for privileged and sensitive nonclassified information, are handled on an individual basis in accordance with ADM 7900.3, GSA Regulations Pursuant to "Freedom of Information Act" (41 CFR 105-60).

2. Cancellation. OAD 1800.1 is canceled.

3. Definition. The term "FOR OFFICIAL USE ONLY" means that material so designated contains privileged and sensitive nonclassified information which requires protection in accordance with statutory requirements, regulatory instructions, or in the public interest.

4. Applicability.

a. With the exception of the additional marking for Investigative Case Files described in par. 8, the term FOR OFFICIAL USE ONLY is the only marking authorized for use within GSA to designate material described in par. 3. This order applies to all GSA personnel concerned with the marking and handling of GSA originated documents.

b. The term FOR OFFICIAL USE ONLY applies to GSA-originated documents containing privileged and sensitive nonclassified information, including documents previously marked or referred to as Administratively Confidential, Official Use, and Limited Official Use. Such markings as Administratively Confidential, Official Use, and Limited Official Use shall no longer be used.

c. The handling, transmission, and storage provisions in par. 8 also apply to documents originated by, and received from, other sources that are equivalent to GSA-originated documents defined in par. 3.

d. This order does not apply to records in the holdings of the National Archives, National and Federal records centers, and Presidential libraries.

Distribution: A; B; C; D; F; G; H; I; J

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5. Authority. Authority to assign and remove the protective marking FOR OFFICIAL USE ONLY is limited to assistant commissioners or officials of equivalent and higher levels in the Central Office, directors of Presidential libraries, the Director of the National Personnel Records Center, Regional Administrators, and Heads of Regional Services and Staff Offices. In the Central Office this authority may be reassigned to division directors.

6. Examples of information normally considered privileged and sensitive. The determination as to whether information is privileged and sensitive and requires a FOR OFFICIAL USE ONLY marking shall be made on a case-by-case basis. Examples of information that may qualify as privileged and sensitive are listed below. The examples are not all inclusive:

a. Information received in confidence from private individuals, firms, or organizations in connection with bids and proposals; trade secrets, inventions, and discoveries; and reports of a financial, technical, or scientific nature;

b. Information on proposed plans to procure, lease, or otherwise acquire or dispose of personal or real property which, if obtained in advance of the proper bid release date, would provide a discriminatory advantage to private or personal interests;

c. Information on plans to protect buildings, control disturbances, or comparable activities if unauthorized disclosure could seriously compromise, degrade, or cancel the planned protective measures;

d. Current examination questions, answers, administrative supplements, and scoring materials which are used in evaluating individuals for employment, in training, or for promotion; and

e. Nonclassified material intended for public disclosure at a specified future time or on or after the happening of a specified future event which in the interim is to be safeguarded against premature public disclosure.

7. Marking privileged and sensitive nonclassified information.

a. The marking FOR OFFICIAL USE ONLY shall be assigned to documents containing privileged and sensitive nonclassified information only when the appropriate official (see par. 5) determines it necessary to especially alert the people handling the information of the need to limit access. The marking should not be applied to documents containing privileged and sensitive information when access is specifically controlled by other procedures or physical safeguards; e.g., security classified materials pursuant to Executive Order 11652, as amended, or where there is no need to especially alert all people handling the information. The marking shall be stamped or typed in capital letters at the top and bottom of each page of each document.

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Exceptions to this rule shall be limited to the following:

(1) When the information is in a permanently bound volume, only the front cover page, the first and last page, and the back cover page shall be marked; and

(2) On electrically transmitted messages, the marking shall be included in the internal instruction line.

b. When it can be readily predetermined, the date or event on which the information will no longer require protection shall be indicated directly beneath the marking on the first or title page of each document. For example:

FOR OFFICIAL USE ONLY
until January 1, 1979

FOR OFFICIAL USE ONLY
until formal release
to the news media

c. In those instances where the date or event cannot be predetermined, the originator of the document shall notify all recipients when the marking is removed.

8. Investigative case files. Special procedures for safeguarding and handling of the Office of Investigations (AWI), Office of Audits and Investigations, Office of the Administrator, investigative case files are provided in a thru b(2), below.

a. All nonclassified correspondence relating to investigative information and reports on investigations of a nonclassified nature are the sole property of AWI and are marked FOR OFFICIAL USE ONLY. Reports on investigations of equal employment opportunity complaints are exempt from this order. (See the HB, GSA Equal Employment Opportunity Program (ADM P 1090.7).)

b. Authorized officials who are loaned investigative information shall be responsible for its protection and for following the protective marking and instructions stamped on the document by AWI as follows:

(1) Reproduction of investigative information is prohibited unless specifically authorized by AWI; and

(2) Documents loaned to authorized officials shall be returned to AWI after they have served their purpose.

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9. Removal of protective markings and instructions. Specific action shall be taken to remove protective markings and instructions placed on documents, if at all possible, before retirement of files containing such information to National and Federal records centers. (Eligibility for retirement of files shall be determined as provided in the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2)).

10. Responsibility and measures for safeguarding privileged and sensitive nonclassified information. All employees handling, having knowledge of, or in possession of privileged and sensitive nonclassified information shall be responsible for safeguarding it. All sensitive and privileged nonclassified information shall be safeguarded at all times, regardless of whether it is physically identified with a protective marking. Measures appropriate for safeguarding such information shall include, but should not be limited to, the following:


- a. Training personnel in their responsibilities under this order;
- b. Limiting access to only those individuals whose duties require knowledge or handling of privileged and sensitive nonclassified information;
- c. Attaching GSA Form 2048B, Document Cover For Official Use Only, to all documents marked FOR OFFICIAL USE ONLY while they are not in locked containers or facilities and using the cover when handcarrying such documents;
- d. Keeping all documents in the physical possession of or under the surveillance of an authorized individual. The authorized individual may maintain a sign-out system to control access to this information;
- e. Mailing or shipping documents containing privileged and sensitive nonclassified information in sealed envelopes or in packages that are wrapped and tied. Usually these documents should be transmitted in the same manner as nonclassified mail. However, registered mail may be used in instances where the information is particularly sensitive. Regardless of the method of transmission, the material need not be covered by a receipt;
- f. Storing privileged and sensitive nonclassified information in key-locked file cabinets or storage cabinets or lockable bookcases, desks, or lockable rooms. Security cabinets shall not be requested for the storage of such information. However, unused space in security cabinets on hand may be used to store this information; and

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g. Destroying privileged and sensitive nonclassified information promptly, when authorized by the HB, GSA Records Maintenance and Disposition System. Destruction shall be accomplished in the same manner as for nonclassified information, except that all such documents shall be torn to prevent disclosure of their contents. When the volume involved makes tearing impractical, the documents shall be shredded or destroyed in any manner authorized for the destruction of classified material by the HB, Security Regulations, 1-49 (ADM P 1025.2). Destruction certificates or listings are not required.

11. Forms. This order provides for the use of GSA Form 2048B, Document Cover For Official Use Only. Supplies of the form should be obtained in the usual manner.


JACK ECKERD
Administrator